

# Privacy Notice

## *Housing Options*

RYEDALE  
DISTRICT  
COUNCIL



This Privacy Notice is designed to help you understand how and why Specialist (People), Housing Options, processes your personal data. This notice should be read in conjunction with the Council's [Corporate Privacy Notice](#).

### Who are you?

Ryedale District Council is a 'Data Controller' as defined by Article 4(7) of the General Data Protection Regulation (GDPR).

The Council has appointed **Veritau Ltd** to be its Data Protection Officer. Their contact details are:

Information Governance Office  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL  
[DPA@ryedale.gov.uk](mailto:DPA@ryedale.gov.uk) // 01609 53 2526

### What Personal Data of mine do you collect?

We will need to use and collect your personal data and sometimes your special category personal data This will include, names, addresses, date of birth, medical information, financial information, criminal conviction data, contact details, Family and household information and equality data.

### What is the purpose of collecting my Personal Data?

The data is used to:

- Assess the Council's housing duties towards you under the Homelessness Reduction Act 2017
- Assist you to access suitable housing with housing providers
- Provide services under The Housing Act 1988
- Provide services under the Protection from Eviction Act 1977
- Investigate complaints and reviews raised by you or other individuals
- Assist with the planning of new and reviewing of current services

### Who do you share this data with?

In order to provide the best possible service the department needs to work jointly with third party organisations. These organisations may have access to your personal data in order to complete their work and assist the Council in its duties. If the department uses a third party organisation it will always ensure that a data sharing agreement is in place which protects the security of your data.

In order to provide the service the Council may be required to pass your data to other organisations. This would be to assist in the prevention of homelessness, provision of temporary accommodation and for assistance in finding alternative accommodation. The department will only share your personal data where this is a requirement to ensure a bespoke service is offered to you. Data may also be shared with third party organisations for the prevention of crime and to safeguard children and adults at risk.

Where necessary, data may be shared with the following internal Service Areas:.

- Revenues and benefits
- Community safety for the prevention of crime
- Council tax
- Legal services

Where necessary, data may be shared with the following external organisations:

- Other Local Authorities
- Housing Providers and Landlords
- Specialist support services
- North Yorkshire Police
- Adult or Children's Social care
- Young People's Partnership
- Probation service and Community Rehabilitation Service, Youth Offending team or the Prison Service
- Hospitals, mental health services and GP services

### How long do you keep this data for?

Data held	Retention period
Housing Triage Data	6 years
Housing Assessment data	6 years
Affordable Housing Applications	6 years

<b>Bond/rent in advance applications</b>	<b>6 Years</b>
<b>MARAC minutes and Agendas</b>	<b>6 years</b>
<b>MAPPA minutes and Agendas</b>	<b>6 years</b>
<b>Scanned ID documents</b>	<b>6 Years</b>
<b>Ryedale Lettings Scheme Data</b>	<b>6 years</b>
<b>Tenants/Licence information for Old railway Court, 92 Castlegate, 6/6a Wells Lane, 5 Vine Street, Quarry Bank</b>	<b>6 years</b>
<b>Data reports</b>	<b>6 Years</b>

### **What is your legal basis for processing this data?**

#### **Lawful basis for processing personal data under Article 6 GDPR**

The processing is necessary for this reason:

Processing is necessary for compliance with a legal obligation to which the controller is subject;

Processing is necessary in order to protect the vital interests of the data subject or of another natural person;

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller;

#### **Additional condition for processing special category data under Article 9(2) GDPR**

Special category personal data may be processed if:

Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject;

**The DPA 2018 will provide a lawful basis to process criminal offence data (as required by Article 10 GDPR).**

For More information about how the District Council uses your data, including your privacy rights and the complaints process, please see our [Corporate Privacy Notice](#).